

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

**JULY 11, 2018**

- 1 I. **CALL TO ORDER/GREETINGS:** The public session meeting was called to order by D. Lynn  
2 Newman, President, at 1:00 p.m. President Newman called for the approval of June 13, 2018  
3 Meeting Minutes – motion was made, seconded, and approved.  
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5 **Board Members Present:**

6 D. Lynn Newman, President; Wayne Cooper, Esq., 1<sup>st</sup> Vice President; Dr. Camille Bryan, 2<sup>nd</sup>  
7 Vice President; Michele Kutta, Board Secretary; Mark Bailey; Robert Bradshaw; Dr. Ahmed  
8 Elzaree; Kirk A. Helfenbein; Victor C. March, Sr.; Lynn Schuppel.  
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10 **Board Members Absent:**

11 None  
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13 **Board Staff:**

14 Richard Proctor, Interim Executive Director; Thomas Anderson, Health Occupations  
15 Inspector; Eula Gautreaux, Licensing Chief; Lisa Woods, Office Secretary; Carla Boyd, Esq.,  
16 Board Counsel.  
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- 18 II. **PRESIDENT’S REMARKS:** President Newman thanked members for their confidence in  
19 electing him to the Office of President. He stated the Board has been making positive  
20 advancements over the last several years and he would like to continue and improve upon  
21 these policies. President Newman also stated that it has been a privilege to serve on this  
22 Board for the past seven years and looks forward to a productive final year of his term.  
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24 President Newman introduced Kirk Helfenbein, the most recent appointment to the Board,  
25 and indicated his hope that this will be a rewarding experience for him. He concluded his  
26 remarks by remembering a well-known mortician, George Gonce, who recently passed  
27 away, and then asked those in attendance to join him in a moment of prayer. Mr. Gonce  
28 served as President to this Board several years ago.  
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- 30 III. **ADMINISTRATIVE REPORT:** Richard Proctor, Interim Executive Director, reported working on  
31 administrative issues relating to the transition of the incoming Executive Director, effective  
32 Wednesday, July 18, 2018. Mr. Proctor introduced Gail V. Tucker. Ms. Tucker summarized  
33 her vision as Executive Director which included promoting high-quality funeral service  
34 practices and expanding standards that reflect new and emergent developments in the  
35 practice of mortuary science.  
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- 37 IV. **COMMITTEE REPORTS:**

38 a. **Executive Committee** – No report.  
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40 b. **Family Security Trust Fund Advisory Committee** – Chair Victor C. March reported that  
41 as of July 11, 2018, there is currently \$1,085,222.17 in the Fund.  
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43 c. **Pre-Need Committee** – No report.  
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- d. **Establishment Committee** – Chair Dr. Ahmed Elzaree reported on the following establishments:
- i. Moved for approval of McPherson Funeral Service, P.A. to operate out of Raymond-Wood Funeral Home, P.A. pending inspection of the latter; and
  - ii. Moved for approval of Cremation Society of Monocacy Valley to operate out of Black’s Funeral Home, P.A. pending inspection of the latter.
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- e. **Licensure Committee** – Chair Michele Kutta reported on the following applicants:
- i. Apprentice – Ms. Kutta moved for approval of Tia Cooper of Gasch’s Funeral Home, P.A. with H. Constance Gash as her sponsor for apprenticeship license. The motion was seconded and approved;
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- Moved for approval of Nicholas Collantes of Donald V. Borgwardt Funeral Home, P.A. with Donald V. Borgwardt as his sponsor for apprenticeship license. The motion was seconded and approved;
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- Moved for approval of Jonathan Holloway of Holloway Funeral Home with Keith Downey as his sponsor for apprenticeship license. The motion was seconded and approved;
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- Moved for approval of Tamika Kinney of Marshall March Funeral Home-Suitland with Sedale Green as her sponsor for apprenticeship license. The motion was seconded and approved;
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- Moved for approval of Britta Murphy of Holloway Funeral Home, P.A. with John Holloway as her sponsor for apprenticeship license. The motion was seconded and approved;
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- Moved for approval of Anthony Pittman of Joseph H. Brown Jr. Funeral Home with Jacqueline Roane as his sponsor for his funeral director only apprenticeship license. The motion was seconded and approved;
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- Moved for approval of Jessica Pistorio of Eline Funeral Home with Alan Purvis as her sponsor for her apprenticeship license. The motion was seconded and approved;
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- Moved for approval of Michael Winecki of Pritts Funeral Home and Chapel with R. Kyle Pritts as his sponsor for apprenticeship license. The motion was seconded and approved; and
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- Moved for approval of John Novrotny, Singleton Funeral & Cremation Services, P.A. with Michael Canapp as his sponsor for apprenticeship license. The motion was seconded and approved.

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- 90 ii. Mortician – Ms. Kutta moved for approval of Nicholas J. Hassani for mortician’s  
91 license. The motion was seconded and approved.  
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- 93 iii. Registered Transporters – Ms. Kutta moved for the approval of Stephen Ashby  
94 of Heartfelt Mortuary Transport for Registered Transporter. The motion was  
95 seconded and approved;  
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97 Moved for the approval of LaTarsha Burroughs of Alvin’s Anointed Hands Inc.  
98 for Registered Transporter. The motion was seconded and approved;  
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- 100 Moved for the approval of Shelby Funk of Heartfelt Mortuary Transport for  
101 Registered Transporter. The motion was seconded and approved;  
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- 103 Moved for the approval of Auston Hunt of Mid Atlantic Removal Service for  
104 Registered Transporter. The motion was seconded and approved; and  
105 Moved for the approval of Brian Parson of Heartfelt Mortuary Transport for  
106 Registered Transporter. The motion was seconded and approved; and  
107 Moved for the approval of Edward Pugh of Mid Atlantic Removal Services & KP  
108 and Company for Registered Transporter. The motion was seconded and  
109 approved; and  
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- 111 Moved for the approval of Azhar Sher of Anatomic Gift Foundation, Inc. for  
112 approval for Registered Transporter. The motion was seconded and approved.  
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- 114 iv. Announcement – Ms. Kutta announced that the next Jurisprudence Exam will be  
115 held on Tuesday, July 17, 2018.  
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- 117 f. **Continuing Education Units Committee** – Chair Lynn Schuppel reported on the following  
118 CEUs. The motion was seconded and approved.  
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- 120 1. March Funeral Homes – OSHA & MOSHA Updates – July 17, 2018 – 3 CEU’s.  
121 2. New Jersey Funeral Service Education Corp. 2018 Funeral Directors Convention and  
122 Expo. September 25-27, 2018 – 8 CEU’s.  
123 3. NFDA – Embalming Risk Management – Open dates – 1-6 CEU’s.  
124 4. NFDA – The 3 E’s to Cremation – Employees, Expectations, Engagement – Webinar,  
125 August 9, 2018 – 1 CEU.  
126 5. NFDA – Various Online Learning Courses – Open dates – 1-6 CEU’s.  
127 6. The Dodge Institute for Advanced Mortuary Studies – Dodge 2018 Summer Wreath  
128 Across America Project – August 23-25, 2018 – 7.25 CEU’s.  
129 7. Selected Independent Funeral Homes – 100<sup>th</sup> Annual Meeting – October 10-13, 2018  
130 – 9.5 CEU’s.  
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- 132 V. **OLD BUSINESS**: President Newman reported the following –  
133 1. Family Security Trust Fund - Existing Establishments continue to not pay into Fund  
134 this year; and

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- 135                   2. Mortuary Transporter ID's – verification, distribution, and reconciliation continue.  
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137 VI.     **NEW BUSINESS:** None.  
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139 VII.    **FOR YOUR INFORMATION:** Next Board Meeting will be held on September 12, 2018.  
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141 VIII.   **LEGISLATIVE/REGULATION UPDATE:** Deadline for consideration of 2019 Department of  
142 Health legislation has passed.  
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144 IX.     **Adjournment:** With no further business, pursuant to Maryland State Government Article,  
145 Code §10-501 et. Seq., on a motion by President D. Lynn Newman, and properly seconded,  
146 the Board unanimously voted to conclude the meeting at 2:30 p.m.  
147  
148 Respectfully submitted,  
149  
150 Lisa Woods, Recording Secretary